

What is an ITIN?

The ITIN, or Individual Taxpayer Identification Number, is issued by the Internal Revenue Service. Some people refer to the ITIN as the “tax number,” “IRS number” or “TIN number.” The number is issued only to people who do not have and do not qualify for a Social Security Number. The main purpose of the ITIN is to declare your income. Therefore, with only a few exceptions, you must submit your tax return along with your ITIN application or renewal application. Like a Social Security Number, the ITIN has 9 digits. All ITINs begin with the number 9, while no Social Security number starts with a 9. The format of the ITIN is: 9xx-xx-xxxx

How do I apply for an ITIN?

The IRS takes ITIN applications at its Taxpayer Assistance Centers, by mail, and through an IRS Acceptance Agent. The IRS does *NOT* take online applications.

As a Certified Acceptance Agent, Ceiba is authorized to review identification documents and to assist with the ITIN application. Ceiba offers appointments for people in the Philadelphia area. Ceiba’s services are free, but you may have to pay taxes to the IRS. It usually takes between 7 and 11 weeks to get your ITIN in the mail.

Go online to www.ceibaphiladelphia.org to set up an appointment.

The ITIN DOES NOT:

- Allow you to claim Social Security benefits, public benefits, or the Earned Income Tax Credit
- Change our immigration status and does not authorize you to work. You should not give your ITIN to your boss or employer

The ITIN does allow you to:

- File a tax return!
- Claim the Child Tax Credit
- Open a bank account to establish credit under your own name and buy a house



Will the IRS share my information with immigration?

No. The IRS does not share information with other departments of the US Federal government. The IRS cannot report you to immigration for having applied for or received an ITIN.

However, the courts can request information about you from the IRS if you have an open deportation order or if you are suspected of terrorist activities.

Why should I file a tax return?

- If you make over a certain amount of money or owe taxes, you have a legal obligation to file a tax return.
- Filing taxes is evidence of good moral character and continuous presence in the United States.
- You could get a cash refund if your employer withheld excess taxes during the year or if you have a dependent or dependents that qualify for the Child Tax Credit.
- Some immigration applications require you to present your tax returns.

Can I apply for ITINs for my family members?

Yes. Your spouse and dependents (partner, children or other relatives) may also be eligible to apply for an ITIN. If you are legally married, you can present a joint tax return with your spouse. Any dependents you claim will need to qualify under the IRS rules for dependents. Each dependent must present the required identification documents to apply and prove that they live in the United States. (See other side for a list of acceptable documents.)

If you have a dependent or dependents in Mexico or Canada, they may be eligible for an ITIN. Relatives living in other countries do not qualify as dependents under IRS rules.

What documents do I need to bring to my appointment?

Every applicant must bring original identification. Documents cannot be expired. If you have a spouse or dependent(s) with a Social Security number, please bring the original Social Security card(s) to your appointment. Effective October 1, 2016, a passport that does not have a date of entry will not be accepted as a stand-alone document for dependents (except for dependents from Mexico & Canada). Applicants who are dependents on a tax return will need to provide proof of U.S. residency.

IRS Approved Documents

Passport

If the taxpayer or spouse are the applicants, the passport is the **ONLY** document required.

OR

If you do **not** have a passport, you must present your **Birth Certificate AND one of the following documents:**

- National Identification Card
- Foreign Voter ID Card

Medical Records

Only for dependents under 6 years old. The record must contain the child's name, date of birth, and address. The record must also include the name, address, and phone number of the doctor, hospital, or clinic where the treatment was performed. If date of entry is required for the applicant, the medical record must be from a U.S. facility.

School Report Card

Only for students under 18. Report card must be current - no older than 12 months from the date of the W-7 application - and must include the date, student's name, course work with grades, school name and address. This must be signed by a school official. If date of entry is required for the applicant, the school record must be from a U.S. facility.

- Foreign Military ID Card
- Visa issued by the United States
- Photo ID from the U.S. Citizenship and Immigration Services (USCIS)
- U.S. Driver's License
- Foreign Driver's License
- U.S. State Photo ID
- U.S. Military ID Card

Additional ITIN Resources

For more information about the ITIN, visit www.ceibaphiladelphia.org or the Internal Revenue Service website, www.irs.gov, and search for the following documents:

- You May Need to Renew Your Expired ITIN (Publication #5257)
- Fact Sheet – ITIN Changes (Publication #5259)
- Understanding Your Individual Taxpayer Identification Number ITIN (Publication #1915)
- Enabling Participation in the Tax System (Publication #4327)

Note: This information does not take the place of advice from a lawyer. Each case is different and may need individual legal advice. You should contact a lawyer if you need representation on a tax matter.



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The Individual Taxpayer Identification Number (ITIN)

How to file your taxes if you don't have a Social Security Number

AYUDA
GRATIS



ITIN



TAXES



W-7



IMPUESTOS

Ceiba provides free ITIN information sessions every Monday by appointment. For an appointment, please go to www.ceibaphiladelphia.org

Attention current ITIN holders!
It is now possible for ITINs to **EXPIRE**.
For Information about the renewal process, visit our website.